

AgriLife Classification Description

Last Updated: 4/17/02

0205
STOREKEEPER I
11/01/01

SUMMARY

General Description: Responsible for receiving, handling, storing, and issuing or shipping a variety of items.

DUTIES

Typical: Receives, unpacks, marks, prices, and stores equipment, goods, and supplies in proper area; checks incoming materials against invoices or purchase orders and initiates orders for replenishment of stock; prepares material for shipping, checks orders for completeness and accuracy and keeps shipping records; issues supplies and equipment to inventory and maintains relatively simple stock and clerical records; performs duties such as sorting and distributing laundry, servicing locker room baskets, issuing athletic supplies, and exercising some supervision over gymnasium activities; performs under supervision some routine maintenance and minor repair work on machinery; operates delivery truck and lifting machines; packs, loads, and unloads supplies; operates postage meter, postal scales, and accumulating printer; performs related duties as required.

SUPERVISION

Received: Detailed initial instruction and frequent review from supervisor.

Given: Occasional supervision to other helpers.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.

Preferred: None.

EXPERIENCE

Required: One year in receiving, storing, and issuing a variety of materials, supplies, and equipment.

Preferred: None.

LICENSES, CERTIFICATES OR REGISTRATION

Required: Valid driver's license and good driving record. Must be able to obtain State of Texas class "C" vehicle operator's license within 30 days of employment.

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Ability to use forklift and other lifting machines, mailing equipment, postal scales, postal meter, and accumulating printer, as appropriate.